

City of Wichita Falls
Inter-Office Memorandum

TO: Qualified Applicants

From: Tammy J. Guerra, HR Manager/Civil Service Director

Date: June 7, 2012

Re: Revised Notice of Civil Service Examination for Firefighter Trainee

This serves as notice that a Civil Service Examination for Fire Fighter will be given to establish eligibility for employment with the City of Wichita Falls Fire Department.

TITLE POSITION: Fire Fighter

QUALIFICATIONS: An applicant must be 18 years of age, or not 36 years of age or older on the date of hire. Applicants meeting minimum qualifications must take and pass this competitive written examination and satisfactorily meet other selection criteria as established by the Wichita Falls Civil Service Commission and the City of Wichita Falls. **To be eligible to be hired as a Firefighter Trainee, applicant must, at a minimum, be certified as an Emergency Medical Technician – Basic Level or higher with the Texas Department of State Health Services by February 1, 2013. Must be able to read and write English.**

APPLICATIONS: Applications can be submitted on-line at the City's Website at www.wichitafallstx.gov or kiosks are available for application input at the Human Resources Department, Room 100, Memorial Auditorium, 1300 Seventh Street. Applications must be submitted by 11:59 p.m., on Friday, July 13, 2012.

EXAMINATION: Will be administered Saturday, July 21, 2012 at 8:00 a.m. at the Multi Purpose Events Center, located at 1000 5th Street. As stated in Section 143.025 (b). An eligibility list for a beginning position in the fire department may be created only as a result of a competitive examination held in the presence of each applicant for the position, except as provided by Subsections (d) and (e). The examination must be based on the person's general knowledge and aptitude and must inquire into the applicant's general education and mental ability. A person may not be appointed to the fire department except as a result of examination. All applicants will take the same examination; be examined in the presence of other applicants for that eligibility list. An additional five points shall be added to the examination grade of an applicant who served in the United States armed forces, received an honorable discharge, and made a passing grade on the examination. The examination can only be taken once for a particular eligibility list. Physical Agility testing will take place in the afternoon for those who successfully completed the written examination.

The Eligibility List created from this exam will remain in effect for one year.



DISQUALIFIERS FOR FIRE FIGHTER TRAINEE SELECTION

The City may reject an applicant for Fire fighter for one or more of the following reasons listed below. Time calculations for an action that constitutes rejection for a specified period of time shall be calculated from the date the application for employment is submitted by an applicant.

- Failure to pass any part of the entrance examinations
- Failure to make application in the manner prescribed in the notice of examination, and/or fails to file the application with the Director within the time limits prescribed in the notice of examination
- Failure to meet Minimum Standards for certification as set forth by the Texas Commission on Fire Protection and the TDSHS. Rejection for this cause shall be temporary until applicant can meet those standards.
- Applicant is not a citizen of the United States of America by birth or naturalization. The applicant shall be considered disqualified until citizenship is obtained in compliance with federal laws.
- Failures to demonstrate his/her ability to read, write, and fluently speak the English language. The applicant shall be disqualified until the deficiency is corrected.
- Failure to perform the essential functions of the position to which he/she seeks appointment, with or without reasonable accommodation.
- Applicant has been convicted of or admitted to conduct which constitutes a felony under state or federal law, to include the UCMJ. Conviction of or admission to conduct that constitutes a felony shall result in permanent disqualification. Applicant must not have received an unadjudicated or deferred adjudication or be on parole for a felony offense as an adult. Applicant committed a violent felony offense or felony sexual assault as a juvenile.
- Conviction of or admission to conduct that constitutes a Class A or Class B Misdemeanor under the Penal Code or equivalent under federal law, to include the Uniform Code of Military Justice (UCMJ), except for marijuana use, within the past ten (10) years may result in a temporary rejection. Conviction of or admission to conduct that constitutes a Class A or Class B Misdemeanor may result in a temporary rejection. Applicant cannot have formal criminal charges above a Class C misdemeanor pending before a Grand Jury or District Attorney's office. Crimes involving moral turpitude may result in permanent disqualification and shall be considered on a case-by-case basis with appropriate consideration of circumstances and recency. Applicant must not be on court-ordered community supervision or probation for any misdemeanor offense above the grade of a Class C misdemeanor. Applicant will be rejected if he/she is subject of any arrest warrant above the grade of Class C misdemeanor. All Class C misdemeanor warrants must be cleared within fourteen (14) days of notification of existence of warrant(s).
 - The Fire Chief may recommend, and Legal Review may authorize, a variation of the above standards on a case-by-case basis.
 - An applicant shall not be considered for employment while charges are pending for any criminal offense or while he/she is currently on probation for any offense.

- Applicant has made any false statement in any material fact; withheld information, practiced or attempted to practice any deception or fraud in his/her application, examination or appointment. Depending on the variables involved, rejection may be either permanent or temporary.
- Failure to complete or satisfactorily meet the employment process requirement of the Fire Department, including missed appointments, failure to return necessary paperwork, failure to notify Fire Department of changes in address or telephone numbers, failure to properly complete any or all application materials, or who otherwise fails to complete application process.
- Failure to satisfactorily complete the oral interview process, but not limited to B-PAD (Behavioral Personnel Assessment Device) (if required by the Fire Chief), with a passing score to be established by the Commission. An applicant shall be disqualified for failure to verbally communicate effectively and appropriately; failure to demonstrate an understanding of the roles and responsibilities of a fire fighter; failure to present the maturity expected of a fire fighter; or failure to accurately and precisely respond to the questions of the interviewers.
- Applicant has used illicit substances as indicated by the following guidelines:
 - No unlawful consumption of marijuana within the last 5 years.
 - No unlawful consumption of paints, gases or other abusable chemicals.
 - No unlawful consumption of any Texas Health and Safety Code Penalty Groups I and II drugs (excluding Marijuana).
 - No unlawful consumption of any Texas Health and Safety Code Penalty Groups III, IV, or V drugs within the last 10 years.
 - An applicant may be temporarily or permanently disqualified if the City determines that, or he/she has admitted to, conduct that constitutes abuse of legally obtained prescription medication(s), or illegal use of the prescription medication(s) of another person. Conduct involving the abuse and/or misuse of prescription medication(s) shall be considered on a case-by-case basis with consideration given to circumstances and recency.
 - An applicant shall be permanently disqualified if it has been determined by the City that, or he/she has been convicted of, or admitted to conduct which constitutes illegal use of felony grade substances as defined in the Texas Penal Code.
 - The Fire Chief may recommend, and Legal Review may authorize, a variation of the above standards on a case-by-case basis.
- Applicant does not have a valid driver's license. Applicants for Firefighter must be able to obtain a Class B drivers license before completion of Fire training Academy.
- Applicant has a conviction of DWI/BWI/FWI/DUI or reckless driving within the past ten (10) years or 120 months; four (4) or more events within the preceding thirty-six (36) months; an applicant shall be temporarily disqualified until he/she can meet the above standards.
 - Lesser, but more severe, violations which tend to indicate driving habits that are not compatible with the operation of emergency vehicles and present potential liabilities to the City shall be temporarily disqualified until Applicant's driving record meets City's standards. Reapplication shall be permitted when the applicant can meet the above standards.
- Applicant has been dismissed or resigned in lieu of dismissal from any employment for inefficiency, delinquency, or misconduct. Said dismissal or termination shall be considered on a case-by-case basis. Rejection under this provision shall be considered permanent.
- Applicant has demonstrated a failure to pay just debts. Due to the variables involved, each situation shall be considered on a case-by-case basis. Factors which shall be considered include, but are not limited to: type and number of debts, reasons for the bad credit, extenuating circumstances, and the potential for the credit-related problems

impacting the applicant's judgment and integrity. Resolution of bad credit may result in requalification

- Applicant has exercised poor judgment skills within the past five (5) years. The applicant has demonstrated either immaturity or poor judgment in the applicant's decision-making process.
- Applicant has a history of unstable work, i.e., including short terms of employment over his/her employment history; a history of employment in an illegal occupation. Rejection under this provision shall be temporary in nature and an applicant shall be eligible for reapplication after a five (5) year period. Due to the variables involved, each situation shall be considered on a case-by-case basis. Rejection for employment in an illegal occupation shall be permanent in nature.
- Applicant has been discharged from any military service under less than honorable conditions, including specifically:
 - Under other than honorable conditions;
 - Bad conduct;
 - Dishonorable;
 - General; or
 - Any other characterization of service indicating bad character.
 - All applicants with military service must be eligible for re-entry into the military. If a waiver is required to re-enter the military, Applicant must obtain waiver before City will consider Applicant for employment.
- Applicant fails to return a completed Personal History Statement at a time designated by the Director.
- Applicant intentionally provides false information related to the selection process.
- Applicant admits to the polygraph examiner information that would disqualify the applicant or fails the polygraph test.
- Applicant fails any part of background investigation.
- Each applicant shall be considered on a case-by-case basis, and at the recommendation of the Fire Chief, and with the concurrence of Legal Review, the City may waive one or more of the above-stated requirements on a temporary or permanent basis.

NOTE:

Time calculations for an action that constitutes rejection for a specified period of time shall be calculated from the date the application for employment is submitted by an applicant.

VI. Physical Agility Examination

The Wichita Falls Fire Department Physical Agility Examination is designed to test an applicant's strength, agility and endurance for the position of Firefighter Trainee. These non-trainable skills are evaluated individually to determine the applicant's ability to perform each as a separate and critical task, and collectively to simulate the endurance and stamina required at a normal emergency operation. The physical agility examination will determine an applicant's ability to enter the Fire Department Academy and be trained to perform the essential functions of the position of Firefighter Trainee as set out in the City of Wichita Falls job description for that position.

Each exercise is a determiner of critical elements of the position, and a failure to complete any of the exercises in the examination constitutes failure of the entire exam. The examination is divided into two sections. In the first section, there are time limits specified for each exercise, however these are only maximum times, and the candidate is encouraged to be slow, safe and deliberate, as the time limits are established only to give a reasonable time to determine if an applicant can complete the exercise. The second section is timed, with specified rest periods between exercises. Each exercise must be completed, and the total time for the completion of all exercises, including rest periods, will be the factor that determines pass or fail.

SECTION 1

EXERCISE 1 – PEDAL AND STEERING WHEEL REACH:

The applicant will sit in the driver's seat of a fire truck, with the seat adjusted all the way forward. The applicant must sit with his/her back against the back of the seat, with the seat belt fastened, and be able to reach the top of the steering wheel with both hands. He/she must be able to place the right foot completely and flatly on the brake pedal and fully depress the brake, without the foot coming off the pedal. The applicant's back, from the hips to the shoulders, must remain in contact with the back of the seat throughout the exercise.

This exercise will determine the applicant's ability to reach the controls in order to safely operate a fire apparatus.

Time Limit: One Minute

EXERCISE 2 – ACROPHOBIA:

An aerial ladder will be raised and extended to 75 feet at a 70 degree angle. The applicant will be wearing a safety belt with a safety line attached that will run up the length of the ladder and over the next to last rung then to the ground where it will be belayed. The applicant must climb the length of the ladder and touch a flag near the tip, then descend the ladder.

This exercise will determine an applicant's ability to demonstrate coordination necessary to climb ladders, and detect any unacceptable fear of heights.

Time Limit: Four Minutes

EXERCISE 3 – CLAUSTROPHOBIA:

The applicant will wear a blacked-out self-contained breathing apparatus (SCBA) face piece, a firefighting coat, helmet, knee pads, and an SCBA tank. He/she will enter the confined space maze through a horizontal door, maneuver through the maze collecting five (5) objects, and exit the maze through the same door.

This exercise will demonstrate the applicant's ability to work effectively in confined spaces without unreasonable fear.

Time Limit: Three Minutes

SECTION 2

Applicants in this section of the examination shall be dressed in a firefighting coat, gloves, knee pads, and a two pound weight on each ankle to simulate the weight of firefighting boots.

EXERCISE 1 – LADDERS:

The applicant will be facing a 16-foot roof ladder, hanging at a height to simulate its position on a fire apparatus. When told to "begin", the applicant will remove the ladder from the hangers at the mid-way point of the ladder, carry it 25 feet, and place it on two saw horses, with the ladder resting on both beams. The applicant will then go to one end of the ladder (either end), step up on the first rung inside of the saw horse, and walk the length of the ladder, stepping on each rung, and step off the ladder at the opposite end from which he/she began. He/she will then pick up the ladder at the mid-point, carry it back to the beginning position and re-hang the ladder. The exercise is completed when the ladder is hanging from both hangers and the applicant's hands are removed from the ladder.

This exercise will test the applicant's strength in handling equipment, and dexterity and balance while doing ladder work.

The applicant will have a 30 second rest period.

EXERCISE 2 – VENTILATION:

The applicant will be facing a 24-foot extension ladder that is attached and standing upright against a stationary stand. When told to “begin”, the applicant will extend the fly section of the ladder, by pulling the halyard hand over hand until the ladder is fully extended (the stripe on the fly section must align with the stripe on the bed section). The ladder will then be lowered until the fly section is again resting on the ground. ***The applicant cannot simply release the rope and let the fly section free-fall.*** The applicant will then move ten feet to a power saw lying on the ground. He/she will place one hand on the saw and the other hand on the pull rope. Using one continuous motion, the applicant will pull the rope three times until the stripe on the rope is visible on each pull. The exercise is completed when the applicant releases both hands from the saw and stands fully erect.

This exercise will test the applicant's strength and coordination necessary to raise the fly section of an extension ladder, and the upper body strength necessary to start an average power tool.

The applicant will have a 30 second rest period.

EXERCISE 3 – EQUIPMENT CARRY:

The applicant will be facing an 80-pound bag lying flat on the ground on the bottom floor of the burn building. When told to “begin”, he/she will pick up the bag by the handles and carry the bag up the stairs to the second floor of the burn building where he/she will place the bag on the “X” painted on the floor. ***The bag must be placed on the floor, not dropped.*** The exercise is complete when the bag is on the floor. The applicant must carry the weight of the bag by the handles. ***Resting the bag on the shoulders is not acceptable.*** The bag cannot touch the ground unless it is accidentally dropped. If the applicant drops the bag, he/she may pick up the bag, again using the handles, and continue the carry.

This exercise simulates the strength required to carry fire department equipment and maneuver it in confined spaces and upper floors.

The applicant will have a 30 second rest period.

EXERCISE 4 – RESCUE:

The applicant will be facing an 80-pound bag which is standing on end on the second floor of the burn building. When told to “begin”, the applicant will pick up the 80-pound bag and carry it down the stairs and place it on the ground on the “X” painted on the floor. The bag may be bear-hugged, cradled, thrown over the shoulder, or any other method ***so long as the handles of the bag are not used***, and the bag does not touch the ground while being carried. If the applicant drops the bag, he/she may pick it up and continue the carry, again not using the handles. ***The bag will be placed on the ground, not dropped.*** The exercise is complete when the bag is on the ground.

This exercise will test the applicant's ability and strength to perform a rescue.

The applicant will have a 60 second rest period.

EXERCISE 5 – FIRE HOSE ADVANCE:

Three uncoupled, 50-foot sections of 2 ½-inch hose will be placed out end-to-end. The applicant will be standing at one end of the first section of hose, and at the command to “begin”, will run to the first set of couplings and connect the first and second sections of hose. He/she will then proceed to the next set of couplings and connect the second and third sections of hose. He/she will then proceed to the far end of the hose line where he/she will pick up the end of the hose line, put it over their shoulder (either shoulder) with about three-feet of hose in front of the applicant, and advance the entire hose line a distance of 35-feet. The applicant will then proceed to the opposite end of the hose line, pick up the end of the hose line, put it over their shoulder (either shoulder) with about three-feet of hose in front of the applicant, and advance the entire hose line to the original starting point. The applicant must advance the entire hose line. ***If any couplings become disconnected, they must be reconnected before the hose line can be advanced.*** The exercise is complete when the applicant has advanced the entire hose line (all three sections) back to the original starting point and his/her foot crosses the starting line.

This exercise will test the applicant's stamina, coordination and lower body strength. It simulates the activities of connecting hose lines and advancing them at fires.

The applicant will have a 90 second rest period.

EXERCISE 6 – HYDRANT CONNECTION:

This exercise is accomplished wearing no protective equipment except for knee pads and gloves. The ankle weights will be worn to simulate firefighting boots. The applicant will be facing a fire hydrant. When told to "begin" he/she will pick up off the ground a Storz connection and attach it to the 5-inch barrel of the fire hydrant. The connection must be attached so that the threads hold and the connection will not fall from the hydrant. The applicant will then run the prescribed course around the drill tower and to the concrete tunnel at the end of the course. Once at the tunnel, the applicant will don a safety hat and proceed to crawl through the tunnel to the opposite end. Once out of the tunnel, the applicant must stand up completely erect, turn and proceed back through the tunnel using a "duck walk". The exercise is complete when the applicant leaves the tunnel and stands fully erect.

This exercise simulates the coordination and stamina required to make a hydrant connection, go to the fire scene, and be able to demonstrate the flexibility necessary to enter a burning structure staying low to the floor.